

## REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-149PAGE  
NO. 1

1. Requesting Agency

KENT COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. COURT PAPERS

Size: Folded papers

Dates: 1790 - -

Quantity: 213 document files, 47 cartons

File Arrangement: By Title and Chronological

The file is composed of all or some of the following original instruments, the majority of which have been transcribed or noted in permanent books of record:

Appearances  
Bonds  
Bills of Sale  
Chancery  
Civils  
Coroner's Commissions  
Criminals  
Depositions  
Equity  
Fieri Facias  
Judgments  
Judicials  
Marriages  
Supersedas  
Subpoenas

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary